



City of Centerville Employment Opportunity Human Resources Manager

The City of Centerville is now hiring for the full-time position of Human Resources Manager. The Human Resources Manager provides personnel administration for the City. Interested candidates are encouraged to apply by January 26, 2018.

Position Responsibilities and Requirements

Responsibilities will include supervising the recruitment and hiring processes of the City, managing various personnel matters and risk management programs, ensuring compliance of current personnel policies and procedures manual for City staff, implementing all personnel-related state and federal laws and mandates, developing compensation and benefits programs, supervising employee enrollment in benefits programs, and assisting in development and implementation of effective performance evaluation procedures. The ideal candidate must have considerable knowledge of local government operations and personnel practices.

Qualifications: Bachelor's degree in related field and several years of progressively responsible human resources experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. The pay range for this position is \$71,790 - \$105,576, depending on qualifications, plus an excellent benefits package.

Application Process

Select finalists must submit to a thorough pre-employment background investigation process, which will include a comprehensive criminal records check, credit check, pre-employment drug screen, and medical evaluation. Additional information will be shared with applicants regarding each phase of the recruitment and selection process. Please direct any related inquiries to the Centerville Human Resources Department.

City of Centerville
Human Resources Department
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